



417th Base Support Battalion *Commander's Policy*

Policy Number: 1-1

Proponent: AETV-WG-W

Date: 7 August 2003

SUBJECT: Policies Established by the 417th Base Support Battalion Commander

1. REFERENCE: N/A

2. PURPOSE: To establish uniform procedures for the preparation and maintenance of the 417th Base Support Battalion (BSB) Commander policy file

3. SCOPE: Policies will apply to units residing within the 417th BSB area of responsibility. Commanders and supervisors will maintain a file of all current policy letters and ensure widest possible dissemination to personnel in the 417th BSB footprint.

4. POLICY:

a. General: The 417th BSB Commander will set forth procedures and guidance in the form of policy letters. Policy letters will be used only when necessary to clarify and explain Department of the Army, IMA-E, USAREUR, V Corps, or 98th ASG policies, not to restate them.

b. Proposed policy letters will be submitted to the 417th BSB Commander for approval. Policy letters will normally be limited to two pages and will be in the following format:

- (1) Reference
- (2) Purpose
- (3) Scope
- (4) Policy
- (5) Proponent

c. All policy letters will be placed in one of the categories indicated below and numbered accordingly.

- 1 - Command Group
- 2 - S-1
- 3 - S-2/3
- 4 - DOL
- 5 - PAO

- 6 - DPW
- 7 - DCA
- 8 - Chaplain
- 9 - CPO
- 10 - PMO

- 11 - Safety
- 12 - EEO
- 13 - EO
- 14 - HHD
- 15 - Other

d. The 417th BSB Commander's office will:

- (1) Maintain the master policy file.
- (2) Assign policy letter numbers.
- (3) Ensure proponent agencies review their policies annually to keep them current.
- (4) Publish policy letter index and update it when policy letters are added, rescinded or changed.

e. Officers, civilians, and noncommissioned officers are required to understand the content and intent of the 417th BSB Commander's policy file. All personnel will be briefed on key policy items during in-processing.

5. PROPONENT: 417th BSB Commander's Office, DSN 355-1500/1510.



THOMAS H. FASS
LTC, EN
Commanding